



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

POSITION: Case Administrator I (Intake Clerk-District)

LOCATION: Washington, DC

SALARY RANGE: CL 25 (\$42,114- \$68,499)
Salary determined by work experience, prior/present
pay history and previous federal government experience.

Opening Date: July 8, 2015

Closing Date: August 10, 2015

POSITION OVERVIEW

This position is located in the Operations Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Case Administrator I reports to an Operations Supervisor.

This position performs duties that support the overall functioning of the files/intake area. The incumbent will provide coverage and perform support functions in conjunction with other staff members on a rotating schedule. The files/intake area includes multiple functional areas to include: New Case Intake, Pro se Intake, Miscellaneous Intake, Records Management and Attorney Admissions and Naturalization.

The incumbent will have daily contact with the staff of the Clerk's Office, the public and the bar and will perform a full range of duties.

DUTIES AND RESPONSIBILITIES SUMMARY

The incumbent will provide daily coverage and perform support functions on a rotating schedule and in conjunction with other staff members. The functions performed include but are not limited to the following:

Receives and reviews incoming documents, both electronic and in paper, to determine conformity with rules, practices and/or court requirements. Files documents that meet office requirements.

Collects fees.

Assigns case numbers and randomly assigns cases to judges.

Interacts with the public and furnishes information to a wide variety of people within and outside of the court.

Evaluates and determines that complaints, petitions, and pleadings meet the requirements of federal and local procedural rules, forms, payment of fees, and services. Returns those documents that do not conform to the statutes or rules with instructions for necessary corrections or compliance. Maintains copies of all returned documents.

Corresponds with petitioners and plaintiffs regarding procedural requirements and supplies them with forms, documents, and instructions, as required.

Forwards acceptable in forma pauper complaints, petitions, and pleadings to the pro se staff attorney or other officials. Confers with the same concerning administrative processing and disposition procedures required by statute or local rules. Acts as liaison between pro se litigants and the Court. Maintains current files of pro se litigants.

Provides direct assistance in archiving and storing records according to the regulations dictated by Volume 1, Chapter 12 of the Guide to Judiciary Policies and Procedures, Records Management Policies, Part A, Records Disposition Program and Records Disposition Schedules and General Records Schedule (NARA).

Processes attorney renewals. Checks database, card file, and or microfiche to verify membership status. Enters renewal information based on attorney qualifications and completeness of form. Updates membership status in ECF of renewals forms.

Processes disbarments and disciplinary actions by entering status into ECF and file court order.

Handles requests from the National Conference of Bar Examiners and the Judicial Nominating Committee.

Coordinates naturalizations ceremony with Judge's chambers and co-sponsor including local associations. Generates naturalization program bulletin.

Attends the naturalization ceremony. Assists in the check-in process in conjunction with the U.S. Citizenship and Immigration Services (USCIS) examiner. During the ceremony, administers the roll call, makes a motion, and leads the Pledge of Allegiance. Prepares and distributes certificates and represents the court at the reception.

Performs other duties as assigned.

EDUCATION AND QUALIFICATIONS

The successful candidate **must** at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Prospective candidates should have a minimum of two years responsible specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Legal/court experience highly preferred, but not required.

The ability to communicate effectively both orally and in writing is critical.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.

Must be proficient in Microsoft Word, Word Perfect and other computer applications.

BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year

- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years

- Paid sick leave in the amount of 13 days per year

- Retirement benefits

Optional participation in Thrift Savings Plan
Optional participation in choice of Federal Employees' Health Benefits
Optional participation in choice of Federal Employees' Group Life Insurance
Optional participation in the Flexible Benefits Program
Optional participation in the Commuter Benefit Program
Optional participation in Long-Term Care Insurance
Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates must be able to pass a security clearance.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet composed of a completed **AO 78- Application for Judicial Employment**, a resume detailing all relevant experience, education and skills and a cover letter explaining how their experience relates to the position requirements.

All application packet materials are to be submitted via mail to:

Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Room 2002
Washington, DC 20001

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

The AO 78- Application for Judicial Employment form can be located on the court internet site, www.uscourts.dc.gov

If your application packet does not provide all information materials requested, you will lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified.

Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

Equal Opportunity Employer